

Welcome!



**Marion County Inspector Training
2011 Municipal Election**

Agenda

- Before Election Day
- Opening the Polls
- Receiving Voters
- Voter Accessibility
- Closing the Polls
- Troubleshooting
- What's New for 2011
- Review and Reminders


Before Election Day

- Attend Training
- Review Materials
- Pick up Supplies on Saturday, Nov. 5
- Call other Poll Workers
- Call Polling Site Before Election Day

Review Materials

- Tools are for reference, not memorization
 - Inspector Binder (found in your Poll Kit)
 - Election Day Handbook (found in your Poll Kit)
 - Inspector Training Materials
- Additional airings of training video
 - WCTY Channel 16 and Government TV 2
 - Streaming video at www.indy.gov/election

Supply Pick Up

- **Supply Pick Up**
 - Saturday, Nov. 5, 10 a.m. to 4 p.m.
 - Inspectors **MUST** pick up their supplies Saturday
- **Supplies Include:**
 - Poll Kit
 - Inspector Binder, envelopes, posters, tape, etc.
 - Can be opened before Election Day
 - Ballot Case
 - Ballots, PEB, Poll Book
 -  • Sealed; CANNOT be opened before Election Day
 - List of Poll Workers


Regional Locations

- **CENTER** - (including wards 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 23, 25, 30)
 - IPS School 15, 2302 E. Michigan St.
- **NORTHEAST** - Lawrence, Washington (including wards 20, 21, 22, 27, 31)
 - Belzer Middle School, 7555 E. 56th St
- **SOUTHEAST** - Center Outside, Perry, Franklin, Warren (including wards 18, 26, 28)
 - Arlington Elementary School (Gymnasium), 5814 S. Arlington Ave
- **WEST** - Decatur, Pike, Wayne (including wards 19, 24, 29, 32)
 - Chapelwood Elementary School (Cafeteria), 1129 N. Girls School Road

Call Poll Workers

- Please call your Clerks and Judges prior to Election Day
 - Contact info received at supply pick up
- Remind them to...
 - Arrive at 5 a.m.
 - Bring their lunch
- Be sure to give them your contact information in case they have an emergency

Call Polling Location

- Call your polling location prior to Election Day
 - Ask if you can set up the night before
 - Hang ALL posters, move tables, etc.
 -  • Do NOT plug in or turn on your voting equipment!
 - Confirm building will be unlocked by 5 a.m. on Election Day
 - In some cases, keys will be provided to you before Election Day. Call Election Board (327-5100) to confirm.
 - Ask where voting equipment is located in building

Opening the Polls

- Precinct Staffing
- Preparing for Voters
- Room Set Up and Layout
- Setting up Voting Equipment

Precinct Staffing

- Up to five poll workers per precinct:
 - Inspector
 - Two Judges
 - Two Clerks
- Election Board and county Democratic party are responsible for assigning Inspectors
- Two major political parties are responsible for assigning Judges and Clerks
- Clerks and Judges may work a half day
 - Inspectors must work a full day

Precinct Election Board

- Made up of three members:
 - One Inspector
 - “Boss” of the precinct
 - Checks photo ID
 - Issues challenges
 - Two Judges, one from each major political party
 - Checks photo ID
 - Issues challenges
 - Assists voters with disabilities
- Ensures the election runs smoothly
- Votes on precinct issues that may arise

Other Precinct Officials

- Poll Clerks
 - “Ballot Control”
 - Check ID (now permitted by state law)
 - Manage the Poll Book
 - Initial ballots
 - Determine ballot style
 - Hand out ballots
 - Perform signature counts

Preparing for Voters

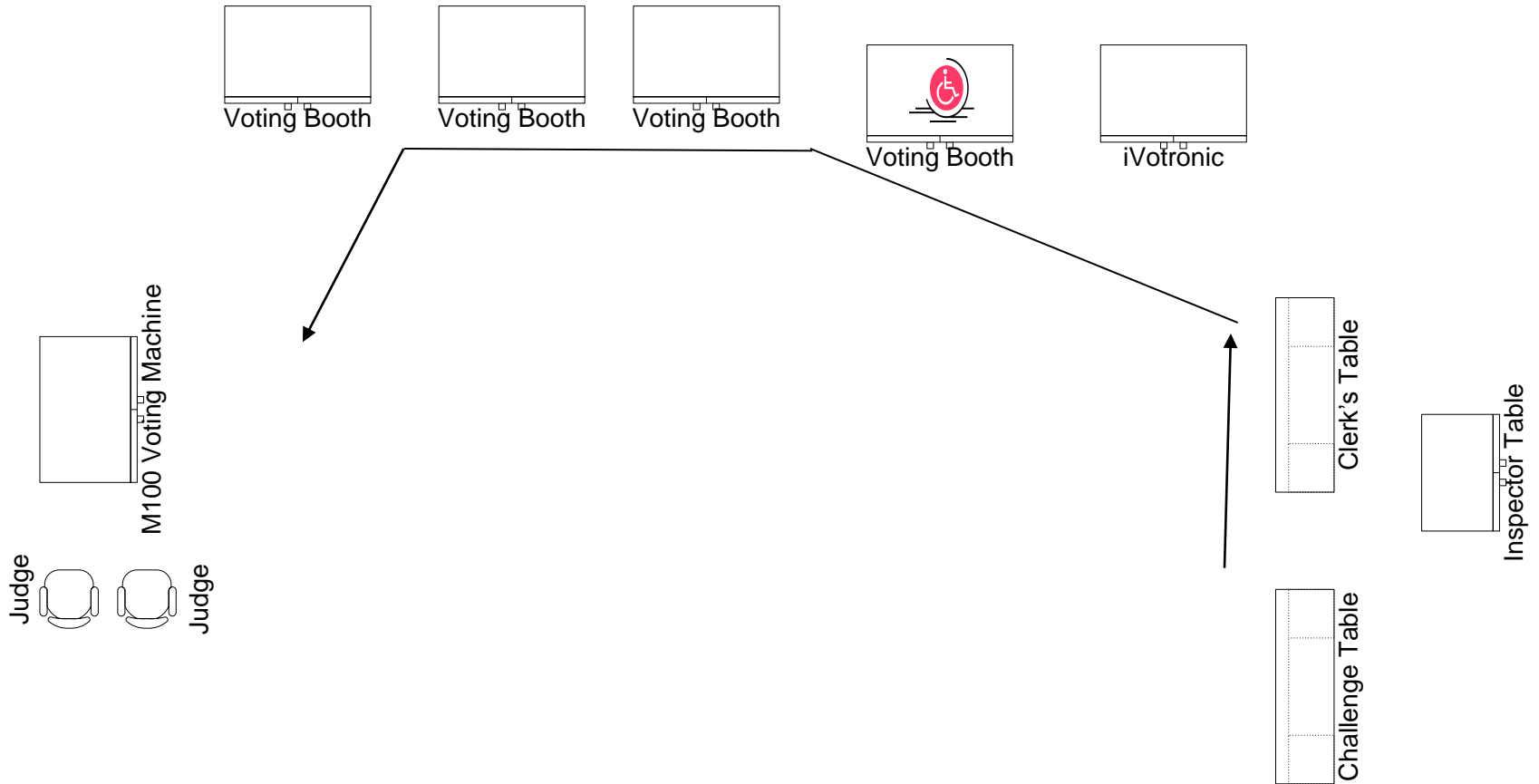
- **Arrive at 5 a.m.!**
- Set up a chute extending 50 feet out from the entrance to the room where people vote
 - No campaigning (leaflets, palm cards, posters, etc.) in chute
- Set up room
- Other administrative duties
 - Sign Oaths and Affidavits (found in the Inspector Binder)
 - Inventory and sort supplies
 - Pass out credentials to poll workers
 - Ask Clerks to prepare the Poll Book by adding alphabet tabs (found in the zipper pack of Inspector Binder)

Room Set Up and Layout

- Physical Set Up of Room
 - Hang posters (found in Poll Kit)*
 - Sample ballots, Voters Bill of Rights and voting instructions should be posted at polling place entrance and by each voting booth
 - Arrange tables and chairs*
 - Assemble voting booths*
 - Assemble accessibility items*
 - Establish voter accessibility station*
 - Designate a confidential table for voters in wheelchairs or other accommodations
 - Place signs and accessibility items outside*
 - Assemble voting equipment
 - Initialize voting machines

**can be done the night before. Do NOT plug in or turn on your voting equipment prior to the Election!*

Room Layout



Inventory and Sort Supplies

- Key items in Poll Kit (white box):
 - Seals
 - Bags
 - Provisional Ballot Kit
 - Signs
 - Ink pens
 - Magnifying glass
 - iVotronic headphones, if any
 - PEB reader, if any
 - Wire cutters
 - Calculator
 - Inspector Binder
 - Instructions
 - Forms
 - Envelopes
 - Machine keys
 - Polling site contact information
 - Credentials (badges)
 - Secretary of State's handbook
 - Poll Book alphabet tabs
 - Lanyards
 - Oaths and Affidavits
 - Seals

Poll Kit can be opened before Election Day

Inventory and Sort Supplies

- Key items in Ballot Case:
 - Poll Book
 - Ballots
 - Bubble pack
 - If you are a managing precinct, your PEB is found in the bubble pack

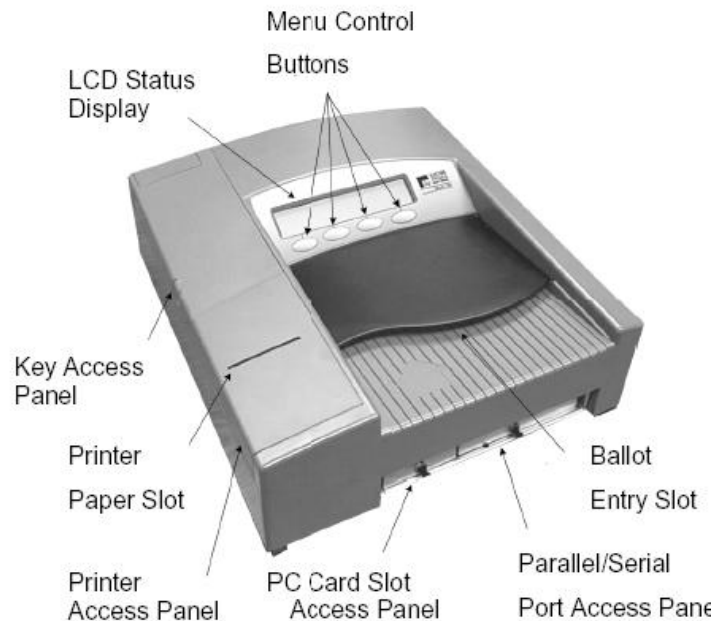


It is ILLEGAL to open Ballot Case before Election Day

Setting Up Voting Equipment

M-100

(optical scan ballot reader)



iVotronic

(touch screen machine)



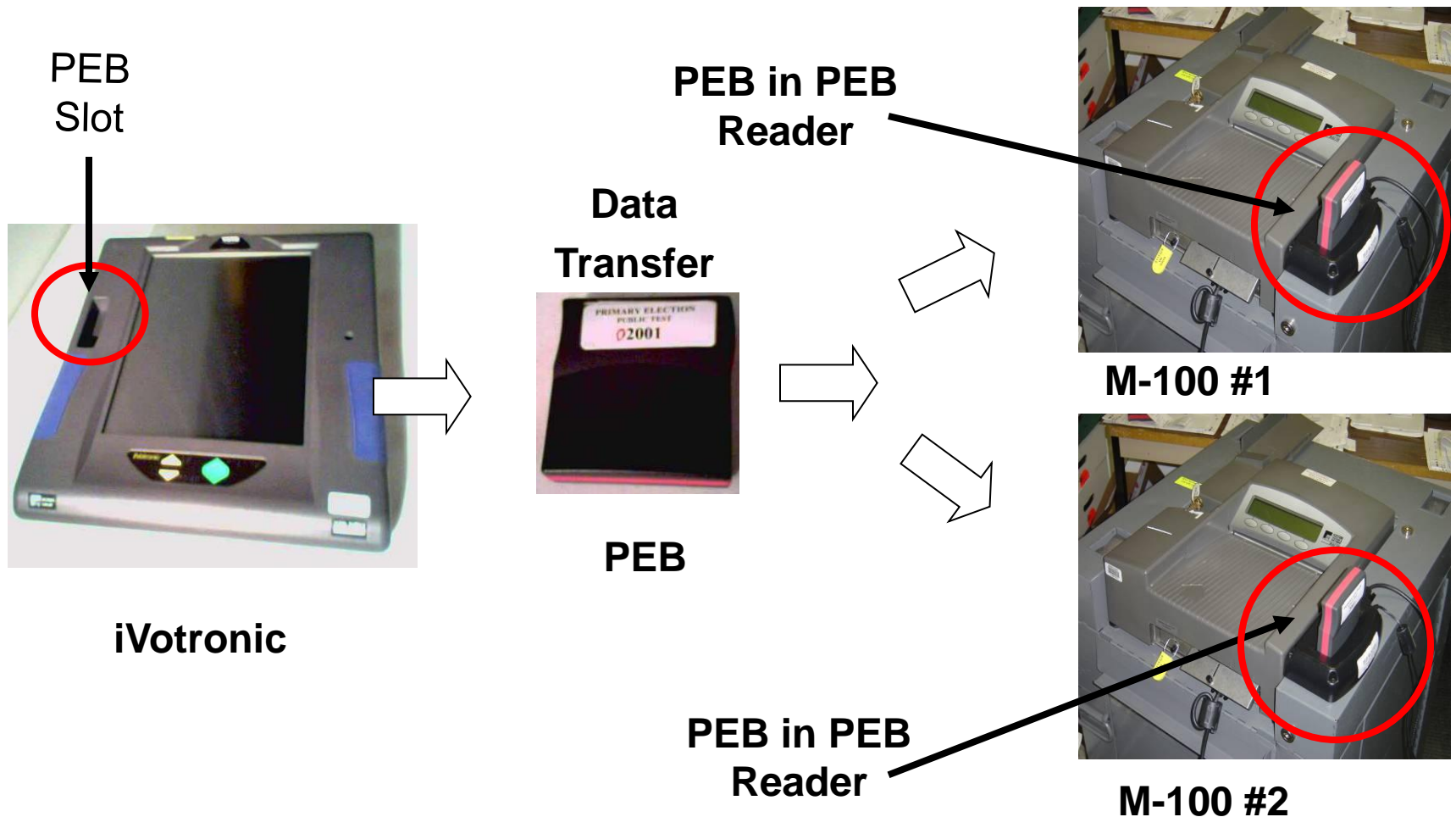
Why Two Machines?

- iVotronic
 - Federal law requires voting equipment with accessibility functions
 - iVotronic FIRST!
 - iVotronic must be initialized before M-100, otherwise a technician will need to come to the polling site to correct the error
- Model 100
 - Optically scans paper ballots

Sharing a Polling Site

- In many cases, there will be two or more precincts at one location
 - Work as a team with other poll workers
 - Each precinct will have its own M-100
 - Precincts share one iVotronic; tag on iVotronic indicates the precincts which share the machine
- Inspector of the “managing precinct” has the PEB and PEB reader
 - Managing precinct is precinct listed first on iVotronic tag
 - This Inspector MUST arrive by 5 a.m.
 - Set up and start the iVotronic first

Election Information Flow

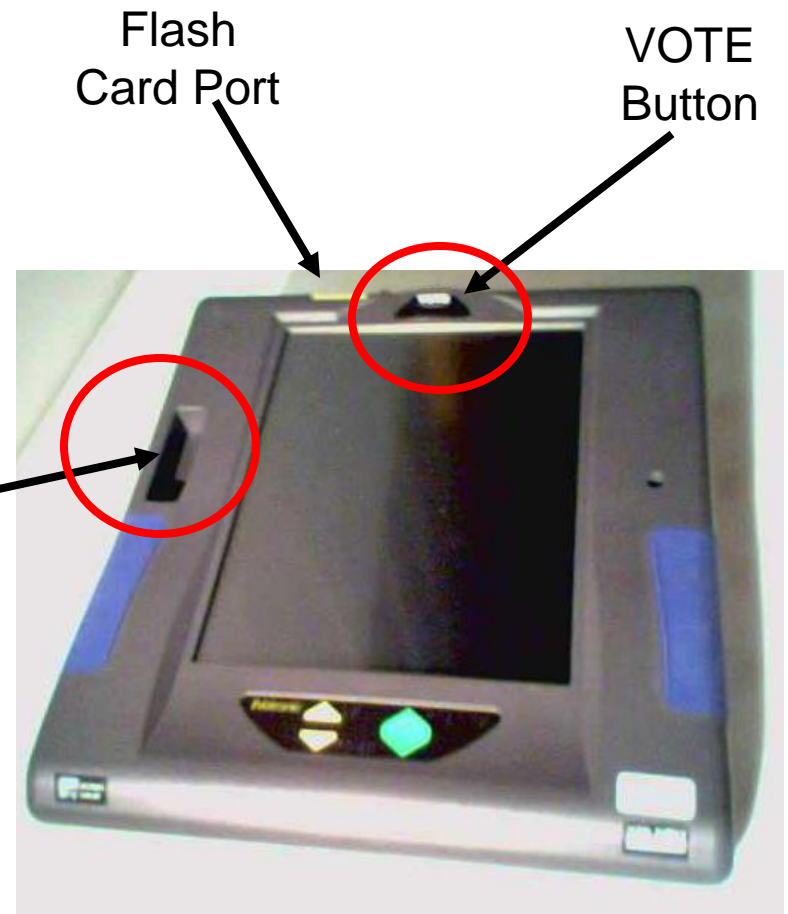


Voting Equipment Setup Overview

- Physical Setup
 - Assemble iVotronic stand
- Technology “Boot Up” Order
 - Plug in iVotronic
 - Initialize iVotronic (place PEB in slot)
 - Plug in M-100
 - Unpack and plug in PEB reader to M-100
 - Initialize M-100 including PEB Reader and PEB
 - Print zero tape report from M-100

See ES & S iVotronic & M-100 Opening the Polls Posters for complete information

iVotronic



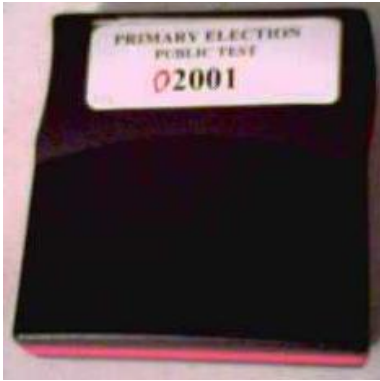
iVotronic Set Up



- Open carrying case
- Unfold booth legs
- Unwind cord - do NOT plug in yet
- Close case lid
- Turn unit over
- Insert legs
- Turn unit upright
- Open cover
- Lift top and side privacy Binders and snap sides into back cover
- Unsnap metal bar “kickstand” under iVotronic near top

See ES & S iVotronic & M-100 Opening the Polls Posters for complete information

iVotronic Set Up



PEB

- Connect power cable to terminal at top of iVotronic terminal
- Plug power cord into AC outlet
- Insert PEB into PEB slot
- Watch progress bar
- Confirm poll site on touchscreen
- When screen indicates, remove PEB and the terminal will finish opening
- Press the “Vote” button to exit and the iVotronic screen will go blank
- Proceed to M-100

See ES & S iVotronic & M-100 Opening the Polls Posters for complete information

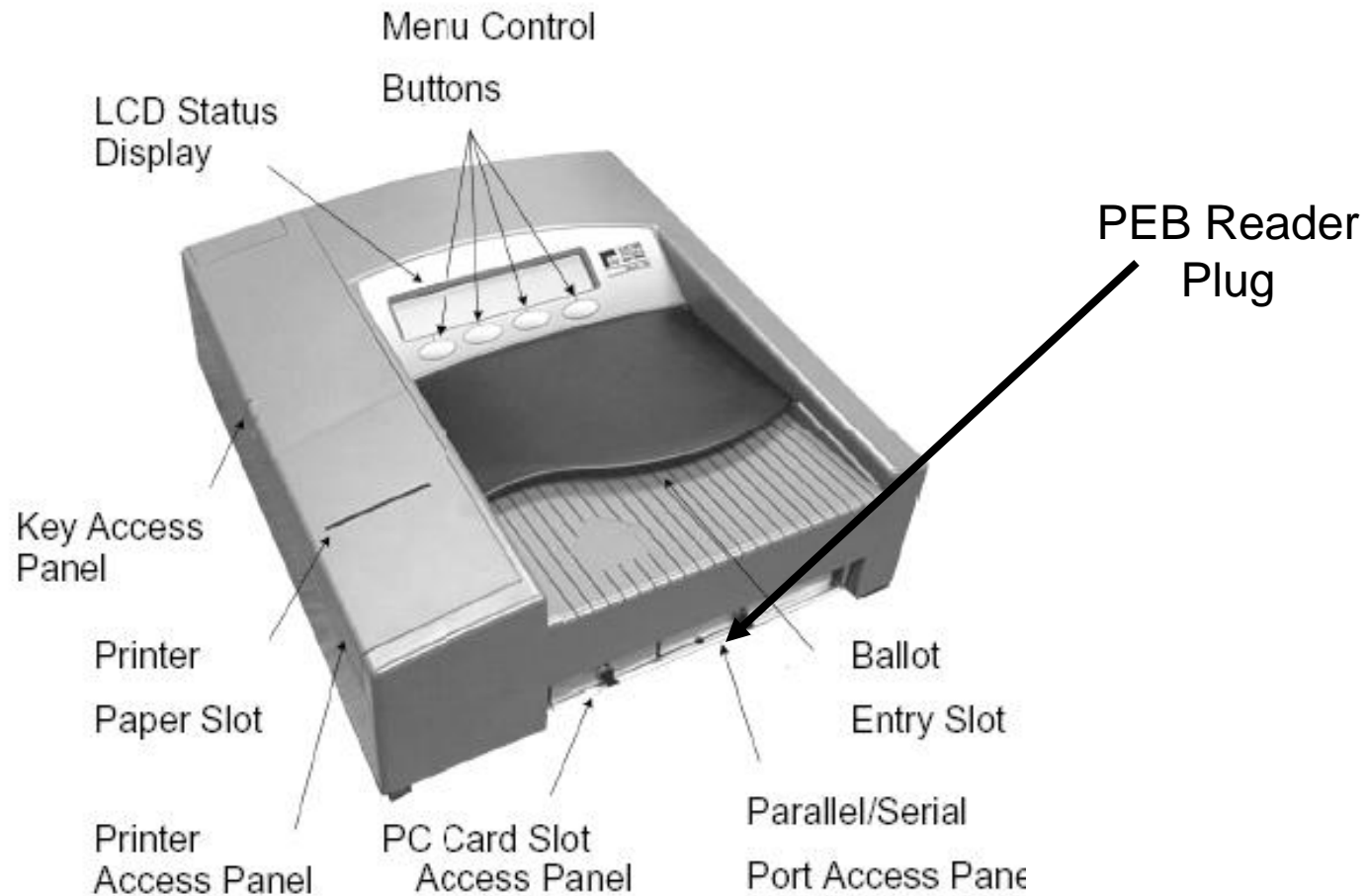
PEB Reader



PEB Reader

- PEB Reader connects to M-100 to transfer iVotronic data from PEB to M-100
- PEB Reader transfers data so the following can occur on M-100:
 - Zero Report can be printed
 - Results Tape can be printed
 - Tabulate and store votes

M-100



M-100 Set Up

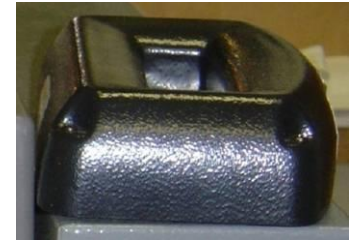
- Use gold key to unlock control access panel and lower door
- Remove lid
- Insert power cord and thread to back left side of metal ballot box
- Slide scanner forward
- Connect power cord to back of M-100 machine
- Slide scanner back without pinching cord



See ES & S iVotronic & M-100 Opening the Polls Posters for complete information

M-100 Set Up

- Plug power cord into wall outlet
- Check ballot compartments to confirm they are clear of contents, then close and lock
- Connect PEB reader cord to front of scanner
- Plug PEB Reader into AC outlet
- Open access panel to left of scanner
- Insert Red Key and turn to “Open/Close Polls”
- A message - “Open the Polls” - will appear on the M-100 Screen
- Press the button below “Yes”
- Turn key to “VOTE” when prompted
- Insert PEB into PEB Reader

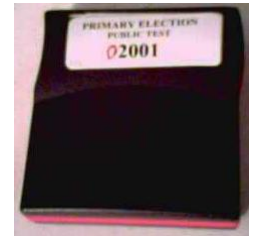


PEB Reader

See ES & S iVotronic & M-100 Opening the Polls Posters for complete information

M-100 Set Up

- Machine will beep and instruct you to connect PEB reader
 - You've already done this, so press the button under "continue"
- Zero tape should begin printing automatically if machines are properly set up (example on next slide)
 - Review and confirm all races show zero vote
 - Inspector and Judge(s) sign
 - File zero report in the correct envelope
- Remove PEB when screen reads: Insert ballot
- Disconnect PEB reader and store in ballot case
- Remove keys, close and lock control access panel door and secure keys
- Place voter privacy screen on top



PEB

→ Machines are ready for voting

See ES & S iVotronic & M-100 Opening the Polls Posters for complete information

Zero Tape Example

```

*** System Zero Report ***
11:26:52 04/19/2007

IN 2007 PRIMARY DEMO
Primary Demo 2007
0001 PRECINCT 1 0001
Election Date: May 08, 2007

Model 100
Total Number Voting:

iVotronic
PEB Serial Number: 143487
Polling Place Public Count: 0001
Total Ballots Counted: 0000

Number of terminals: 0001
Serial Number 5120103
Polling Place Public Count: 0001
Protective Count: 000076
OPENED 12:29:29 04/19/2007
NOT CLOSED
Terminal Ballots Counted 0000
    
```

```

*** Precinct Zero Report ***
11:26:53 04/19/2007

IN 2007 PRIMARY DEMO
Primary Demo 2007
0001 PRECINCT 1 0001
Election Date: May 08, 2007
PRECINCT 1

Model 100
Total Number Voting:

Total Ballots
Ballots for Code 00001-01-01
Ballots for Code 00004-01-01

iVotronic
Ballots Counted:
Party Counts
ALL
a-SFc
Ballot Style Counts
Ballot Style 1:
Ballot Style 1:
    
```

```

(REP) FAVORITE HOOSIER ACTRESS

VIVICA A. FOX 0
Model 100 0
iVotronic 0
CAROLE LOMBARD 0
Model 100 0
iVotronic 0
Write-in 0
Model 100 (Names on ballot) 0
iVotronic (Names below) 0
Over Votes (H100 only) 0
Under Votes 0
Model 100 0
iVotronic 0

Total Votes 0
Model 100 0
iVotronic 0

WE, THE UNDERSIGNED, DO HEREBY CERTIFY
THAT THE ABOVE RESULTS ARE A TRUE AND
ACCURATE ACCOUNT OF ALL BALLOTS COUNTED
AND THAT ALL COUNTERS WERE ZERO (0)
WHEN THE POLLS OPENED AND THAT THE
ELECTION WAS HELD IN ACCORDANCE WITH
THE LAWS OF THE STATE.

ELECTION JUDGE
ELECTION JUDGE
    
```



**Inspector and Judge(s) must sign
Zero Report Tape**

Voting Equipment

- Problems with your voting equipment on Election Day?
 - Continue voting. Use optical scan paper ballots and place in the uncounted ballot storage bin at the front of the M-100
 - Call Inspector Hotline (327-2000) immediately



Receiving Voters

- Poll Book Basics
- Seven Steps at the Clerks' Table
 - Voter ID
 - Ballot Styles
 - Ballot Instructions
- Absentee Ballots
- Provisional Ballots
- Signature Count Log

Poll Book Basics



- Review of the Poll Book Legend
 - Name/Address/DOB Block
 - Signature Block
 - Other Issues
 - Affirmation of Residence Required
 - Proof of Residency
 - Voter Identification
 - Name/Address Changes

Poll Book Basics

- List of every citizen registered to vote in a precinct
 - Contains the name, address, date of birth and signature of each voter
 - Indicates if the voter needs to show additional identification
- Each precinct has one poll book

Instructions are found on the front of the poll book

Poll Book Basics

		Paul Problem	
DOB: 1/1/1900 Affirmation of Residence Required		Split: A <input type="checkbox"/> ABS <input type="checkbox"/>	
RICH, SUSIE 1112 ACME AVE INDIANAPOLIS, IN 46201-1111 DOB: 1/1/1900	Address Unchanged: <input type="checkbox"/> Name/Address Change: <input type="checkbox"/>	D <input type="checkbox"/> R <input type="checkbox"/> SB <input type="checkbox"/> SIGN HERE	 <i>Susie Rich</i>
VOTER, VALERIE 1234 ANYWHERE ST APT 235 INDIANAPOLIS, IN 46201-1111 DOB: 1/1/1900 Affirmation of Residence Required	Address Unchanged: <input type="checkbox"/> Name/Address Change: <input type="checkbox"/>	Split: A <input type="checkbox"/> ABS <input type="checkbox"/> D <input type="checkbox"/> R <input type="checkbox"/> SB <input type="checkbox"/> SIGN HERE	 <i>Valerie Voter</i>

Name and Address Block

- Voter information listed alphabetically by last name
- Date of birth found under the voter's address



Scanned Signature

- Original signature provided by voter when they registered or updated their records
- Used to compare voter's signature in the poll book to the signature on file

Sign Here

- Location the voter signs AFTER the poll worker reviews their photo ID

Poll Book Basics

DOB: 1/1/1900 Affirmation of Residence Required		Split: A ABS		Paul Problem	
RICH, SUSIE 1112 ACME AVE INDIANAPOLIS, IN 46201-1111 DOB: 1/1/1900		Address Unchanged: <input type="checkbox"/> Name/Address Change: <input type="checkbox"/> D <input type="checkbox"/> R <input type="checkbox"/> SB <input type="checkbox"/> SIGN HERE		 <i>Susie Rich</i>	
VOTER, VALERIE 1234 ANYWHERE ST APT 235 INDIANAPOLIS, IN 46201-1111 DOB: 1/1/1900 Affirmation of Residence Required		Address Unchanged: <input type="checkbox"/> Name/Address Change: <input type="checkbox"/> D <input type="checkbox"/> R <input type="checkbox"/> SB <input type="checkbox"/> SIGN HERE		 <i>Valerie Voter</i>	
		Split: A ABS			



Precinct Split

- If the precinct is split for any reason, the split is indicated here and denoted as A, B, C...

ABS

- Abbreviation for "Absentee"
- Circle when processing absentee ballots



Poll Book Basics

DOB: 1/1/1900 Voter ID on File EXCITEMENT, EDDIE 1456 ANYWHERE ST INDIANAPOLIS, IN 46201-1111 DOB: 1/1/1900 Voter ID on File	Address Unchanged: <input type="checkbox"/> Name/Address Change: <input type="checkbox"/>	Split: A ABS D <input type="checkbox"/> R <input type="checkbox"/> SB <input type="checkbox"/> SIGN HERE Split: A ABS D <input type="checkbox"/> R <input type="checkbox"/> SB <input type="checkbox"/>	Need Current Signature  Eddie Excitement 
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Proof of Residency

Proof of Residency


- Voter MUST show proof of residency to the Clerk: valid driver's license, bank statement, government check, government document, paycheck or utility bill.
- Clerk MUST enter proper residency code (See instructions in the front of poll book for more information)

Affirmation of Residence Required RICH, SUSIE 1112 ACME AVE INDIANAPOLIS, IN 46201-1111 DOB: 1/1/1900 DLN/SSN4: _____	Address Unchanged: <input type="checkbox"/> Name/Address Change: <input type="checkbox"/>	Split: A ABS D <input type="checkbox"/> R <input type="checkbox"/> SB <input type="checkbox"/> SIGN HERE Split: B ABS D <input type="checkbox"/> R <input type="checkbox"/> SB <input type="checkbox"/>	 Susie Rich 
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DLN/SSN4


- If the voter ID number is not stored in the system, 'DLN/SS4: ____' will print
- Clerk must request either the driver's license number or the last four digits of the voter's social security number
- Voter is not obligated to provide the information

Poll Book Basics

VOTERS' POLL LIST: 2008 Primary Election				Marion County		Precinct FRA 001	
ABSENTEE, AL 1278 ANYWHERE ST INDIANAPOLIS, IN 46201-1111 DOB: 1/1/1900 Voter ID on File	Address Unchanged: <input type="checkbox"/>	D <input type="checkbox"/> R <input type="checkbox"/> SB <input type="checkbox"/>					
	Name/Address Change <input type="checkbox"/>	SIGN HERE					
	Address Unchanged: <input type="checkbox"/>	Split: A	ABS	Need Current Signature			

Need Current Signature



- Message prints when a voter's signature is not stored in the system

PROBLEM, PAUL 1301 ACME AVE INDIANAPOLIS, IN 46201-1111 DOB: 1/1/1900 Voter ID on File	Address Unchanged: <input type="checkbox"/>	Split: A	ABS		
	Name/Address Change <input type="checkbox"/>	D <input type="checkbox"/> R <input type="checkbox"/> SB <input type="checkbox"/>	SIGN HERE		
	Affirmation of Residence Required	Split: A	ABS		Paul Problem
Address Unchanged: <input type="checkbox"/>	D <input type="checkbox"/> R <input type="checkbox"/> SB <input type="checkbox"/>				

Affirmation of Residence Required

- If the voter's registration is inactive, 'Affirmation of Residence Required' will print on the Poll List
- Voter must fill in their address

Poll Book Basics

Affirmation of Residence Required		Split: A		Split: B	
RICH, SUSIE 1112 ACME AVE INDIANAPOLIS, IN 46201-1111 DOB: 1/1/1900 DLN/SSN4: _____	Address Unchanged: <input type="checkbox"/> Name/Address Change <input type="checkbox"/>	D <input type="checkbox"/> R <input type="checkbox"/> SB <input type="checkbox"/> SIGN HERE Split: B ABS	 <i>Susie Rich</i> <small>1. If a voter's name is not on the list, the name on the list must be used.</small>		
VOTER VALE	Address Unchanged: <input type="checkbox"/>	D <input type="checkbox"/> R <input type="checkbox"/> SB <input type="checkbox"/>			

Name/Address Change

- If the voter's address has not changed, the Clerk can check the 'Address Unchanged' box
- If there is a name or address change, check this box AFTER voter completes the Name/Address Change Affidavit (VRG 4/12) found in the Inspector Binder
 - In cases where a name changes, the voter fills out the affidavit and signs the poll book with their new name
 - Before allowing a voter whose address has changed to vote, please refer to page 22 of the Secretary of State's handbook to determine if the voter is eligible to vote in your precinct
- If you have questions, ask your Inspector to call 327-2000

Seven Steps at the Clerks' Table

When a voter arrives, the clerks...

1. Greet voter (with a smile!)
2. Ask for and find voter's name in the poll book
3. Check the voter's photo ID
4. Allow voter to sign the poll book

Seven Steps at the Clerks' Table

5. Ask whether voter wants to use a paper ballot or iVotronic
6. Select the correct ballot style
7. Initial the back of the paper ballot OR hand iVotronic card to voter
 - For paper ballots, both Clerks must initial!
 - Inspector or Judge can initial if only one Clerk is present
 - If Inspector is the only poll worker, they should use their initials twice

Voter ID

- Four Questions Requirements
 1. Photo
 - Should be a reasonable likeness
 2. Expiration Date
 - Must be current or expired after last general election (Nov. 2, 2010)
 3. Government Issued
 - Federal or state of Indiana, including public schools
 4. Name reasonably conforms with poll book
 - Does not mean match exactly
- For more information:
 - Page 19 in the Secretary of State's Handbook
 - Inspector Binder contains Voter ID scenarios

Voter ID

- Government Issued
 - Federal or State of Indiana
 - Military ID, passports OK
 - Out-of-state licenses or ID do NOT work
 - State schools, like IU, Purdue or Ivy Tech OK
 - Private schools like Butler or University of Indianapolis do NOT work



Voter ID

- Name reasonably conforms with poll book
 - The voter's name on the photo ID must conform to the name of the voter registration card
 - People commonly use nicknames, middle names and initials as a substitute for their given first name
 - Examples that conform with "Robert John Crew"
 - Robert John Crew
 - Robert J. Crew
 - Robert Crew
 - R. John Crew
 - R. J. Crew
 - Bob John Crew
 - Bob J. Crew
 - Bob Crew
 - John Crew
 - J. Crew

Conform does NOT mean match identically.

What's on the Ballot

- 2011 General Election Ballot
 - Municipal Election – Local Races only
 - Indianapolis Mayor
 - City-County Council
 - 25 council districts plus 4 At-Large
 - Lawrence, Beech Grove & Southport
 - Mayor, City (Common) Council, Clerk-Treasurer
 - Speedway
 - Town Council, Clerk-Treasurer
 - Town Offices
 - Clerk-Treasurer, Town Council
 - » Examples: Warren Park, Rocky Ripple, etc.
 - Public Question – town of Williams Creek only

Sample Ballots

OFFICIAL BALLOT MUNICIPAL ELECTION

MARION COUNTY, INDIANA MUNICIPAL ELECTION NOVEMBER 8, 2011

CASTING A VOTE: To vote for the candidate of your choice, darken the oval (●) to the LEFT of the candidate's name. If you make a mistake, return your ballot to the Election Official and obtain another. Do not attempt to erase any marks made in error.

WRITE-IN: To vote for a write-in candidate, write the name of the candidate on the line provided and darken the oval. A write-in vote will NOT be counted unless the vote is for a DECLARED write-in candidate.

STRAIGHT PARTY VOTING: You may vote a Straight Party Ballot for all the candidates of the party of your choice by darkening the oval for the party in the STRAIGHT PARTY section. Your voting mark will give every candidate of that party a vote.

SPLIT-TICKET VOTING: You may vote a Straight Party Ticket by marking ONE of the party choices and then voting for individual candidates of your choice in any other party OR you may vote for individual candidates for your choice in each office.

STRAIGHT PARTY	CITY-COUNTY COUNCIL AT-LARGE Vote For No More Than FOUR (4)	CITY JUDGE CITY OF BEECH GROVE Vote For ONE (1) Only
<input type="radio"/> You may vote a Straight Party Ballot for the party of your choice by darkening the oval to the left of the party of your choice.	<input type="radio"/> 2A ZACH ADAMSON DEMOCRATIC	<input type="radio"/> 30A BETH ANN DUNCAN DEMOCRATIC
OR	<input type="radio"/> 3A JOHN BARTH DEMOCRATIC	<input type="radio"/> 30B ANDREW WELLS REPUBLICAN
<input type="radio"/> You may Split your ticket by darkening the oval to the left of the party of your choice and voting for individual candidates in any other party.	<input type="radio"/> 4A PAMELA L. HICKMAN DEMOCRATIC	<input type="radio"/> CITY COUNCIL AT-LARGE CITY OF BEECH GROVE Vote For No More Than TWO (2)
<input type="radio"/> DEMOCRATIC	<input type="radio"/> 5A LEROY ROBINSON DEMOCRATIC	<input type="radio"/> 34A DAVID MORLEY DEMOCRATIC
<input type="radio"/> REPUBLICAN	<input type="radio"/> 2B JACQUELINE CISELL REPUBLICAN	<input type="radio"/> 34B DEBBIE SPRINGER DEMOCRATIC
<input type="radio"/> LIBERTARIAN	<input type="radio"/> 3B MICHAEL KALSCHUR REPUBLICAN	<input type="radio"/> 35A KATHY J. COATES REPUBLICAN
MAYOR CITY OF INDIANAPOLIS Vote For ONE (1) Only	<input type="radio"/> 4B BARBARA MALONE REPUBLICAN	<input type="radio"/> 35B DANIEL A. NORRIS REPUBLICAN
<input type="radio"/> 1A MELINA KENNEDY DEMOCRATIC	<input type="radio"/> 5B ANGEL M. RIVERA REPUBLICAN	<input type="radio"/> CITY COUNCIL CITY OF BEECH GROVE DISTRICT 4 Vote For ONE (1) Only
<input type="radio"/> 1B GREG BALLARD REPUBLICAN	<input type="radio"/> 2C PATRICK COLLEY LIBERTARIAN	<input type="radio"/> 36A PAM STALLARD DEMOCRATIC
<input type="radio"/> 1C CHRISTOPHER (OD) BOWEN LIBERTARIAN	<input type="radio"/> 3C BILL LEVIN LIBERTARIAN	<input type="radio"/> 36B JOHN JENNINGS REPUBLICAN
WRITE-IN	<input type="radio"/> 4C SHEZI MEINERT LIBERTARIAN	
	<input type="radio"/> 5C REID ROBERTS MILLER LIBERTARIAN	
	CITY-COUNTY COUNCIL DISTRICT 25 Vote For ONE (1) Only	
	<input type="radio"/> 30A MARIO GARZA DEMOCRATIC	
	<input type="radio"/> 30B ANSON FREEMAN REPUBLICAN	
	<input type="radio"/> 30C KEVIN C. NAIL LIBERTARIAN	
	MAYOR CITY OF BEECH GROVE Vote For ONE (1) Only	
	<input type="radio"/> 31A DENNIS BUCKLEY DEMOCRATIC	
	<input type="radio"/> 31B TERRY DALK REPUBLICAN	
	CLERK-TREASURER CITY OF BEECH GROVE Vote For ONE (1) Only	
	<input type="radio"/> 32A DAN McMILLAN DEMOCRATIC	
	<input type="radio"/> 32B CHRIS DUFFER REPUBLICAN	

STYLE 29 FRONT OF BALLOT Typ 01 Seq 0023 Spr 01

MARION COUNTY, INDIANA MUNICIPAL ELECTION NOVEMBER 8, 2011

IT IS A CRIME TO FALSIFY THIS BALLOT OR TO VIOLATE INDIANA ELECTION LAWS

OFFICIAL BALLOT

THIS SIDE IS BLANK

Elizabeth A. White

PRECINCT(S)

Fr-001 Split A
Fr-005 Split A

SAMPLE

Clerks' Initials

STYLE 29 BACK OF BALLOT Typ 01 Seq 0023 Spr 01

Selecting Correct Ballot Style

10 MARION COUNTY, INDIANA MUNICIPAL ELECTION NOVEMBER 8, 2011

IT IS A CRIME TO FALSIFY THIS BALLOT OR TO VIOLATE INDIANA ELECTION LAWS

OFFICIAL BALLOT

THIS SIDE IS BLANK

Elizabeth A. White

PRECINCT(S)

Fr-001 Split A
Fr-005 Split A

CLERK'S INITIALS

STYCE 001 BACK OF BALLOT Typ 01 Sep 2003 Sp 001

PRECINCT(S)

Fr-001 Split A
Fr-005 Split A

To confirm ballot selection, look for the voter's ward, precinct and split on the **BACK** of the ballot

Selecting Correct Ballot Style

MARRION COUNTY, INDIANA MUNICIPAL ELECTION NOVEMBER 8, 2011

IT IS A CRIME TO FALSIFY THIS BALLOT OR TO VIOLATE INDIANA ELECTION LAWS

OFFICIAL BALLOT

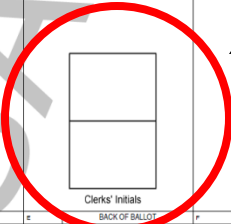
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Elizabeth A. White

PRECINCT(S)

Fr-001 Split A
Fr-005 Split A

SAMPLE



Clerks' Initials

STYCE 28 BACK OF BALLOT Typ 01 Seq 0023 Sp 001

Don't forget:
Two sets of initials
MUST be on
the back of ballot!

Voting on the M-100

- Three voting options:
 1. Straight Party
 - Darken oval next to party emblem to cast a vote for ONLY one party
 - Instruct voter to darken oval NOT the party emblem
 - Does not record votes for public or judicial retention questions
 - Voter should complete this section, if desired
 2. Ticket Split
 - Ignore straight party option
 - Darken oval next to individual candidates regardless of party affiliations

Voting on the M-100

- Three voting options, con't:

3. Scratch

- Darken oval next to party emblem AND darken oval next to candidate to cross over in one or more races
- Example:
 - Voter darkens oval next to Libertarian party
 - Voter ALSO darkens oval next to Republican dogcatcher candidate
 - Ballot will read votes for all Libertarian candidates EXCEPT the Republican will get vote in dogcatcher race
- Remind voters they may have option to vote for more than one candidate (see next slide)

Ballot Instructions

Remind voters to follow the instructions!

OFFICIAL BALLOT MUNICIPAL ELECTION

CASTING A VOTE: To vote for the candidate of your choice, darken the oval (●) to the LEFT of the candidate's name. If you make a mistake, return your ballot to the Election Official and obtain another. Do not attempt to erase any marks made in error.

WRITE-IN: To vote for a write-in candidate, write the name of the candidate on the line provided and darken the oval. A write-in vote will NOT be counted unless the vote is for a DECLARED write-in candidate.

STRAIGHT PARTY VOTING: You may vote a Straight Party Ballot for all the candidates of the party of your choice by darkening the oval for the party in the STRAIGHT PARTY section. Your voting mark will give every candidate of that party a vote.

SPLIT-TICKET VOTING: You may vote a Straight Party Ticket by marking ONE of the party choices and then voting for individual candidates of your choice in any other party OR you may vote for individual candidates for your choice in each office.

STRAIGHT PARTY		CITY-COUNTY COUNCIL AT-LARGE Vote For No More Than FOUR (4)		CITY JUDGE CITY OF BEECH GROVE Vote For ONE (1) Only	
<input type="radio"/> DEMOCRATIC	<input type="radio"/> 2A JACQUELINE CISELL DEMOCRATIC	<input type="radio"/> 3A DAVID MCQUEY DEMOCRATIC	<input type="radio"/> 3A DAVID MCQUEY DEMOCRATIC	<input type="radio"/> 3B ANDREW WELLS REPUBLICAN	<input type="radio"/> 3B ANDREW WELLS REPUBLICAN
<input type="radio"/> REPUBLICAN	<input type="radio"/> 3A JOHN BARTH DEMOCRATIC	<input type="radio"/> 3B MICHAEL KALSCHUR REPUBLICAN	<input type="radio"/> 3B MICHAEL KALSCHUR REPUBLICAN	<input type="radio"/> 3C KATHY J. COATES REPUBLICAN	<input type="radio"/> 3C KATHY J. COATES REPUBLICAN
<input type="radio"/> LIBERTARIAN	<input type="radio"/> 4A PAMELA L. HICKMAN DEMOCRATIC	<input type="radio"/> 4B BARBARA MALONE REPUBLICAN	<input type="radio"/> 4B BARBARA MALONE REPUBLICAN	<input type="radio"/> 4C DANIEL A. NORRIS REPUBLICAN	<input type="radio"/> 4C DANIEL A. NORRIS REPUBLICAN
	<input type="radio"/> 5A LEROY ROBINSON DEMOCRATIC	<input type="radio"/> 5B ANGEL M. RIVERA REPUBLICAN	<input type="radio"/> 5B ANGEL M. RIVERA REPUBLICAN	<input type="radio"/> 5C PATRICK COLLEY LIBERTARIAN	<input type="radio"/> 5C PATRICK COLLEY LIBERTARIAN
	<input type="radio"/> 6A JACQUELINE CISELL DEMOCRATIC	<input type="radio"/> 6B MICHAEL KALSCHUR REPUBLICAN	<input type="radio"/> 6B MICHAEL KALSCHUR REPUBLICAN	<input type="radio"/> 6C BILL LEVIN LIBERTARIAN	<input type="radio"/> 6C BILL LEVIN LIBERTARIAN
	<input type="radio"/> 7A MICHAEL KALSCHUR REPUBLICAN	<input type="radio"/> 7B BARBARA MALONE REPUBLICAN	<input type="radio"/> 7B BARBARA MALONE REPUBLICAN	<input type="radio"/> 7C ANGEL M. RIVERA REPUBLICAN	<input type="radio"/> 7C ANGEL M. RIVERA REPUBLICAN
	<input type="radio"/> 8A ANGEL M. RIVERA REPUBLICAN	<input type="radio"/> 8B PATRICK COLLEY LIBERTARIAN	<input type="radio"/> 8B PATRICK COLLEY LIBERTARIAN	<input type="radio"/> 8C SHERI MCNEERT LIBERTARIAN	<input type="radio"/> 8C SHERI MCNEERT LIBERTARIAN
	<input type="radio"/> 9A SHERI MCNEERT LIBERTARIAN	<input type="radio"/> 9B REID ROBERTS MILLER REPUBLICAN	<input type="radio"/> 9B REID ROBERTS MILLER REPUBLICAN	<input type="radio"/> 9C PAM STALLARD DEMOCRATIC	<input type="radio"/> 9C PAM STALLARD DEMOCRATIC
	<input type="radio"/> 10A REID ROBERTS MILLER REPUBLICAN	<input type="radio"/> 10B JOHN JENNINGS REPUBLICAN	<input type="radio"/> 10B JOHN JENNINGS REPUBLICAN		
	<input type="radio"/> 11A MELINA KENNEDY DEMOCRATIC				
	<input type="radio"/> 12A GREG BALLARD REPUBLICAN				
	<input type="radio"/> 13A CHRISTOPHER (OD) BOWEN LIBERTARIAN				
	<input type="radio"/> 14A CHRISTOPHER (OD) BOWEN LIBERTARIAN				
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CITY-COUNTY COUNCIL AT LARGE
Vote For No More Than FOUR (4)

Some offices specify to select multiple candidates. For example, "Vote For No More Than TWO (2):"

CLERK-TREASURER
CITY OF BEECH GROVE
Vote For ONE (1) Only

Some offices only select one candidate

Voting on the M-100

- When finished, ballot is inserted under the black flap of the M-100
 - Does not matter if ballot is face up or face down, forward or backward
- If the voter selects too many candidates in a particular race, the M-100 will beep
 - Voter presses “Accept” if they intended to overvote
 - Voter presses “Return” if they made an error and would like to vote again
 - Ballot is marked spoiled
 - Clerks initial and provide voter with a new ballot

Selecting Correct iVotronic Ballot

- Clerk processes the voter & directs them to the J
- Inspector/Judge inserts PEB
- Inspector /Judge selects the correct ward/precinct
 - Found in the upper left corner of the screen
- Inspector /Judge confirms ward/precinct
- Inspector /Judge removes PEB
- Inspector /Judge touches screen to activate visual ballot

iVotronic Ballot

- Inspector steps away from machine
- Voter touches the screen and ballot appears
- Voter makes their selection(s) and follows the instructions to cast their ballot
- iVotronic confirms voter's selection
- Voter presses the "VOTE" button on screen or the button above the screen

Audio iVotronic Ballot

- For an audio ballot, the Inspector:
 - Plugs in the headphones
 - Inserts PEB
 - Selects correct ward/precinct for the voter
 - Selects correct ballot style for the voter
 - Presses green button to activate audio ballot
 - Screen will intentionally go blank
 - Assists voter to the machine (if needed) and then steps away

iVotronic Ballot



- With an audio ballot, the voter:
 - Listens to the instructions first
 - Uses the yellow up and down arrows to select the contests
 - Uses the green button to make a selection in each race
 - Presses the “VOTE” button at the top of the screen
 - All of the buttons are Braille-enabled to assist the voter

Absentee Ballots

- Receiving Absentee Ballots
 - Delivered throughout the day
 - Double-check the names on list match the ballots/envelopes delivered to the precinct
- Processing Absentee Ballots
 - Optical Scan Paper ballots
 - iVotronic ballots
- Voting Absentee Ballots

Absentee Ballots

- Processing Absentee Ballots
 - Confirm ABS report belongs to your ward & precinct
 - Find name in poll book
 - Announce voter's name
 - Compare signatures (application vs. absentee secrecy envelope)
 - Circle ABS in the poll book - - - - -
 - Print voter's name followed by ABS
 - Example: Jane Smith - ABS

VOTERS' POLL LIST: 2008 Primary Election				Macon County		Precinct FRA 001	
ABSENTEE, AL 1278 ANYWHERE ST INDIANAPOLIS, IN 46201-1111 DOB: 1/1/1900	Address Unchanged: <input type="checkbox"/> Name/Address Change <input type="checkbox"/>	D <input type="checkbox"/> R <input type="checkbox"/> SB <input type="checkbox"/> SIGN HERE Al Absentee - ABS Spouse: A	<input type="checkbox"/>	ABS	 <i>Al Absentee</i>		
EXCITEMENT, EDDIE	Address Unchanged: <input type="checkbox"/> Name/Address Change <input type="checkbox"/>	D <input type="checkbox"/> R <input type="checkbox"/> SB <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			

List of Early Voters using iVotronic

- New state law requires Election Board to provide an accessible voting option at early voting locations
 - In Marion County, the accessible machine is the iVotronic
 - If an early voter living in your precinct uses the iVotronic, you will be contacted before Election Day and instructed how to process absentee ballots cast on an iVotronic
 - Questions? Call the Inspector Hotline at 327-2000

Seven Steps for Voting Absentee Ballots

After processing the absentee ballots into the poll book, poll workers should:

1. Open 'Absentee Ballot Secrecy Envelope'
2. Remove the ballot
3. Check for the seal of the Circuit Court Clerk
4. Check for initials of absentee board
5. Place ballots in M-100 Uncounted Ballot Storage Bin
 - Especially important if your polling location is busy and you need a safe place to store absentee ballots – just don't forget they are there!

Seven Steps for Voting Absentee Ballots

6. When done opening all absentee ballot secrecy envelopes, Judges should remove ballots from storage bin and scan into the M-100 face down
7. Pack applications and empty envelopes in the Absentee Paperwork Envelope found in Poll Kit



If a person arrives to cast a ballot AFTER you process their absentee, they must be prohibited from voting

Provisional Ballot

- Provisional ballots should be considered a last resort after exhausting all options
 - If voter is not in Poll Book, call the Inspector Hotline
 - If they are registered at your precinct:
 - Enter certificate of error number in the back of your poll book
 - Print voter's name
 - Ask them to sign next to their printed name
 - If they are registered but at the wrong polling location:
 - Provide the voter with an address to the correct polling location by using the list found in the yellow folder
 - Let voter know they can call 327-VOTE to find out where they go to vote

Provisional Ballot

- Most common uses of provisional ballot
 - Voter does not have a valid, government-issued photo ID
 - Vote provisionally, but voter can bring an ID to the Election Board no later than noon 10 days after the election
 - If voter is NOT registered, but insists on voting
 - Allow them to vote provisionally

Provisional Ballot

- Use provisional ballot kit
 - Found in your Poll Kit
- Poll worker AND voter MUST fully complete pre-printed form (PRE-4) found on the security envelope
- Issue a ballot in the proper manner
 - Use a regular ballot
 - Initial back of ballot
 - Be sure to place a provisional sticker on the ballot (found in provisional ballot kit)

Provisional Ballot

- Do NOT allow voter to cast a provisional ballot on the M100!
 - Ask voter to return to your table after completing the ballot
- Ask voter to seal ballot in the provisional ballot security envelope
- Voter must complete the PRO-2, which is printed on the front of the provisional ballot security envelope
- Poll worker should keep provisional ballots secured throughout the day

Ballot and Signature Audit Log

- Tracks the number of ballots delivered and issued throughout the day and compares it to the number of signatures in the poll book
- Clerks are responsible for completing the log three times during the day at 6 a.m., 10 a.m. and 2 p.m.
 - Form is found in the Inspector Binder
 - Totals should be cumulative, not incremental

Ballot and Signature Audit Log

- Additional tally worksheet on the back of audit log to track:
 - iVotronic voters
 - Cancelled iVotronic ballots
 - Provisional voters



Be sure to complete this form throughout the day, as the information will assist in completing the Ballot Accounting Certificate after the polls close!

Voter Accessibility

- Room Layout
- Location Improvements
- Common Courtesies
- iVotronic Features
- Affidavit of Voter Assistance

Room Layout

- Arrange polling place to allow for smooth traffic flow
- Provide an unobstructed and easy to navigate path for voters with disabilities
- Allow approximately five square feet for a wheelchair to navigate around the voting equipment
- Verify voter accessibility station is private and table height is sufficient for a wheelchair user

Location Improvements

- Some locations will have items delivered to their polling location to make it more accessible:
 - Ramps
 - Cones
 - Doorbells
 - Disability Parking Signs

Location Improvements

- Wheelchair/Scooter Accessibility
 - Leave enough room around voting equipment and tables for voters to navigate
 - Ask if they would prefer the iVotronic
 - Remove touch screen from base and place on a tray or table top (can be powered for a brief time on its battery)
 - OR offer voters using a wheelchair or scooter the use of a table to vote with a paper ballot
 - OK to dismantle a blue voting booth temporarily for use as a privacy screen
 - Make sure table height will accommodate a wheelchair user

Common Courtesies

- Always ask first if a person with a disability needs your help
 - Assist a person who is blind by offering your arm or shoulder for the person to hold as you guide them to a voting machine
- Always look and speak directly at a person with a disability, not the interpreter, companion or helper

Common Courtesies

- When greeting a person who is blind or has low vision, always identify yourself
- Don't shout or speak in the person's ear
- Signal with a tap or a wave to get the attention of person who is deaf.
 - Face the person you are speaking with and speak clearly but naturally, don't exaggerate

iVotronic Features

- For an audio ballot, the Judge:
 - Inserts PEB
 - Presses green button
 - Plugs in the headphones
- With an audio ballot, the Voter:
 - Listens to the instructions first
 - Uses the yellow up and down arrows to select the contests
 - Uses the green button to make a selection in each race
 - Presses the “VOTE” button at the top
- Volume control is found on the headphones

iVotronic Features

- iVotronic monitor can be removed from the stand and placed on a table or on the tray of a wheelchair
 - Battery can last for about two hours; be sure to insert the plug into the monitor when placing it back into the stand

Affidavit of Voter Assistance

(PRE-3)

- A voter may be assisted only if:
 - The voter has a disability or is unable to read or write the English language
 - The voter requests assistance BEFORE entering the poll booth
- Anyone can be designated to assist the voter, except for the voter's employer or union representative

Affidavit of Voter Assistance

(PRE-3)

- If voter does not designate a person to help them, both Judges must assist
- Affidavit must be completed BEFORE entering the Poll booth
- Form found in Inspector binder under Tab 3

Closing the Polls

- Declare Polls Closed
- Shut Down Voting Equipment
- Complete Closing Paperwork
- Pack Up
- Drop-Off Supplies



Use checklists found on the pink sheet under Tab 4 of the Inspector Binder as a guide to closing the polls

Declare Polls Closed

- Inspector declares the polls closed at 6 p.m.
 - Any voter entering or standing in the chute must be allowed to vote
- Make sure only properly credentialed individuals remain in the polling place
- Wait until all voters have left before beginning to close down the equipment

Shutting Down Voting Equipment

- Shut down the iVotronic FIRST
- Shut down the M-100
 - Run Results Tape
- Secure and pack voting equipment media

Shut Down iVotronic FIRST!

- Insert PEB
- “Close Polls Now” option will automatically appear after 6 p.m.
 - If a voter is in the chute at 6 p.m. and wants to vote on the iVotronic, press “Exit this menu” and proceed with voting
 - If the polls close promptly at 6 p.m., follow the screen messages

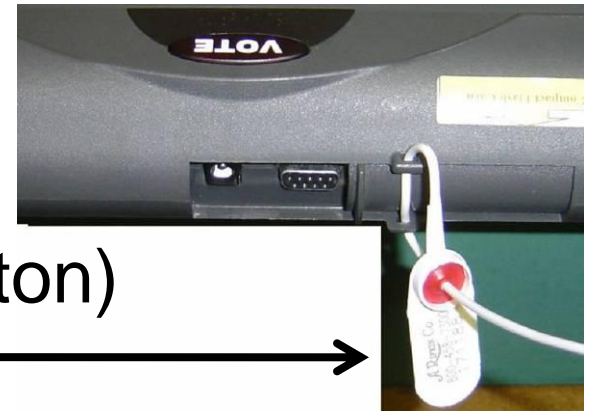


DO NOT REMOVE PEB until instructed

See ES & S iVotronic & M-100 Opening the Polls Posters for complete information

Shut Down iVotronic FIRST!

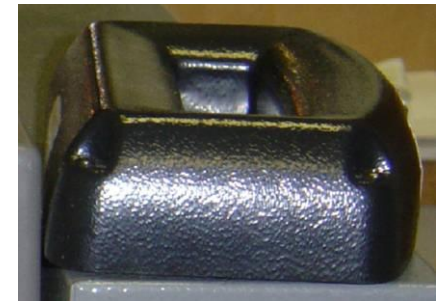
- Review screen message
- Touch screen to turn off
- Remove seal (above VOTE button)
- Remove flash card and pack in bubble pack
- Tear down iVotronic
- Put blue seal on the case (found in the Inspector Binder's zipper pack)



See ES & S iVotronic & M-100 Opening the Polls Posters for complete information

Shut Down M100

- Remove all ballots from M-100 compartments
- Using red key, switch from 'Vote' to 'Open/Close'
- Unlock control access panel
- Connect PEB reader to scanner
- Plug PEB Reader into AC outlet

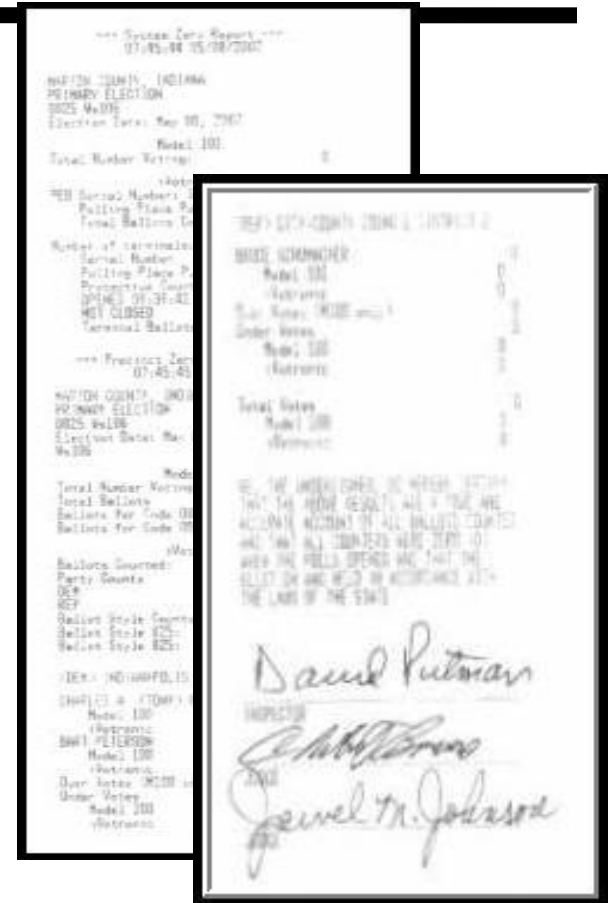


PEB Reader

See ES & S iVotronic & M-100 Opening the Polls Posters for complete information

Shut Down M100

- Press 'Close Polls' button on M-100 scanner
- Insert PEB into PEB reader
- Select continue on M-100 scanner
- Print results total tape (automatic)
 - - Inspector and Judge(s) sign one copy
 - Put signed copy in ENVELOPE
 - Print additional totals tapes upon request
 - OK to read results out loud
- Turn key to OFF



See ES & S iVotronic & M-100 Opening the Polls Posters for complete information

Shut Down M100

- Remove PEB from reader
 - Managing precinct returns PEB in bubble pack
- Disconnect PEB reader
 - Managing precinct returns PEB reader in Poll Kit
- Break padlock seal
- Remove M-100 card
 - Pack in bubble pack



M-100 Card

See ES & S iVotronic & M-100 Opening the Polls Posters for complete information

Shut Down M100

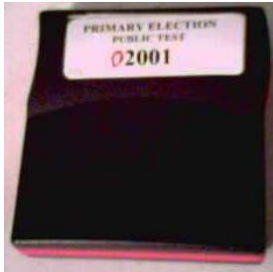
- Remove and secure ballots from metal ballot box
- Unplug power cord from wall and slide scanner forward
- Disconnect power cord from machine
- Slide scanner back
- Place cord in metal ballot box
- Replace lid and close and lock panel



Leave M-100, iVotronic and voting booths at the polling location

See ES & S iVotronic & M-100 Opening the Polls Posters for complete information

Shut Down M100



PEB

- Initiates iVo boot-up, voting & shut down
- Transfers data from iVo to M-100



M-100 Card

- Stores M-100 Votes
- Found sealed in the front of the M-100's scanner



iVotronic Flash Card

- Contains iVo ballot audit data
- Found sealed in the rear of the iVo

Each precinct MUST return a bubble pack with the proper media

Every precinct MUST return a M-100 Card

Managing precincts MUST ALSO return the PEB and iVo flash card

Place bubble pack in RED BAG

Closing Paperwork

- Most forms found under Tab 4 in Inspector Binder
 - Inspector Affidavit (PRE-10)
 - Statement of Expense (PRE-2)
 - Ballot Accounting Certificate
- Found under Tab 2 in Inspector Binder
 - Precinct Oath Book completed at opening (PRE-1)

Closing Paperwork

- Completed Ballot and Signature Audit Log
 - Found under Tab 3 in your Inspector Binder
 - Ensures M-100 is scanning ALL ballots throughout the day
 - Work with the Clerks to complete it throughout the day
 - Totals should be cumulative, not incremental
 - Key to completing the Ballot Accounting Certificate

Closing Paperwork

- Ballot Accounting Certificate
 - Final tally of ballots delivered to the precinct
 - Total number of ballots in the Ballot Case at 6 a.m.
 - Any extra ballots delivered throughout the day, if applicable
 - Absentee ballots delivered to the precinct

Closing Paperwork

- Ballot Accounting Certificate, con't.
 - Final tally of optical scan paper ballots existing at end of the day
 - Voted ballots
 - Unused ballots
 - Spoiled, rejected or defective ballots
 - Final tally of any provisional ballots
 - Provisional ballots issued
 - Provisional ballots spoiled, rejected or defective

Closing Paperwork

- Ballot Accounting Certificate, con't.
 - Signature & Ballot Count
 - Add total number of voted paper ballots plus total number of voted iVotronic ballots
 - Your Signature and Vote Count LOG tracks iVotronic votes cast throughout the day
 - iVotronic public count tracks total number of votes cast for the entire polling location, not by individual precincts
 - Compare this number to the total number of signatures in the Poll Book; they should match
- Problems? Call Inspector Hotline 327-2000

Closing Paperwork

- Keep provisional ballot envelopes sealed and separate from all other ballots
- Place optical scan paper ballots in properly labeled bags
- Seal bags
 - Record the number of ballots in each bag on the outside of bag
 - Not all bags/envelopes will be used
 - Do NOT seal unused bags/envelopes

Packing Up

- Place bags in Ballot Case
- Seal Ballot Case
 - Red seals are found in Inspector Binder's zipper pack
- Inspector and poll workers should sign and return all documents per instructions
 - Not all envelopes and materials will be used!
 - Do not seal or write on unused materials so that they can be re-used in a future election

Red Bag Contents

The Red Bag found in your Poll Kit should contain:

- ☐ Bubble pack
 - **Every precinct returns an M-100 Card**
 - Managing iVotronic precinct returns flash card and PEB
- ☐ Zero Tape Envelope
- ☐ Totals Tape Envelope
- ☐ Voted Provisional Ballots (PRO-4 Envelope)
- ☐ Voted Provisional Ballots Issued AFTER the Polls close (PRO-5 Envelope)
- ☐ Rejected ABS Ballots (see 'what's new section')
- ☐ Closed Polls Envelope*
 - *see next slide for required contents*
- ☐ Expense Sheet

Red Bag Contents

Closed Polls envelope should contain these documents:

- ☐ Ballot and Signature Audit Log
- ☐ Ballot Accounting Certificate
- ☐ Oaths (Pre-1)
- ☐ Signature and Vote Count card
- ☐ Inspector Affidavit
- ☐ Declared Write-In candidate form (MCEB-10)
- ☐ Any other forms requiring Inspector, Judges' or Clerks' signatures
 - Envelope will have a checklist of items to place in it

Ballot Case Contents

Ballot Case (plastic tub) should contain only these items:

- ☐ Ballots – voted, unused and spoiled
- ☐ PEB reader (if any)
- ☐ Spoiled provisional ballots

Returning Materials

Poll Kit (white box) should contain:

- Poll Book
 - make sure to place in its envelope!
- Empty Absentee Ballot Envelopes
- Inspector Binder
- Posters, Signs
- Pens
- Unused Forms
- Handouts
- Everything Else

Packing Up

- Pack up voting booths
- Return items to inside of M-100, including the “Official Voting Site” yard sign(s)
- Make sure iVotronic is sealed
 - Use blue seal found in the Inspector Binder’s zipper pack
 - Leave voting booths, M-100 and iVo at polling location
- Collect signs and posters
 - Put all items originally in Poll Kit back into the Poll Kit
- Break down any ADA equipment, if applicable to your location
- Return polling site to its original set up

Returning Supplies



Inspector must return all election supplies (Poll Kit, Red Bag and sealed Ballot Case) to your regional site

- Bring materials back to the same location you picked up supplies
- Invite Judge(s) to go with you

Returning Supplies

- Expect changes at the regional site
 - Before checking in, staff will work with you to ensure all materials are in order
 - If items are out of order, you will step out of line and staff will assist you with pulling materials together
 - **Make sure everything is in your Red Bag!**
 - Checklist to confirm items is on the front of the bag
 - If you are missing items, you cannot check in!



Tips for a Quick Close

- Review materials in your Inspector Binder before Election Day
 - Go to tab 4 of your Inspector Binder and take out the ‘Closing the Polls’ checklist
- Organize materials found in the Poll Kit and Ballot Case early on Election Day
 - Sort materials, bags and envelopes into groups
 - Set up in a secure area like the Inspector’s table
 - Pre-initial seals

Tips for a Quick Close

- Make sure your Clerks are keeping up with the Ballot and Signature Audit Log to catch errors when they happen, instead of at the end of the day
- Make sure absentees are processed BEFORE shutting down machines
- Be sure to shut down the iVotronic first!

Tips for a Quick Close

- Divide labor between all poll workers
 - Examples:
 - Machine shut down and paperwork (Inspector and Judges)
 - Ballot counting and paperwork (Judges and Clerks)
 - Physical tear down of site and packing (Clerks with instructions from Inspector)
- Don't rush
 - Regional sites are open until 10 p.m.
 - After 10 p.m., bring materials to the Election Board Service Center located at 3737 E. Washington Street on the city's east side at the corner of East Washington and Sherman

Troubleshooting

- Voter not in Poll Book
- Name change
- No photo ID
- Signs Poll Book before ID confirmed
- Voter moves
- Credentials

What if?

- **Michael Missing shows up but he is not in the poll book. He has lived at his current address for 50 years. What should you do?**
 - Call 327-2000 and press 1
 - Voter Registration can look up his information

What if?

- **If Michael is in the wrong location...**
 - New Precinct Maps
 - County adopted new precinct maps in December 2007
 - Before: 917 precincts
 - Now: 590 precincts
 - Make sure the maps found in the Inspector's poll kit are posted in the polling location
 - Provide Michael with his correct polling location, which Voter Registration should provide to you over the phone

What if?

- **If Michael was accidentally left off of the poll book...**
 - Voter Registration will give you a Certificate of Error number
 - Clerk notes the number in the poll book
 - Voter casts a regular ballot

What if?

- **If Michael insists on voting in the precinct...**
 - Clerks provide Michael with a provisional ballot
 - Make sure both sides of provisional ballot envelope are completely and accurately completed by the poll worker and voter!

What if?

- **Susie Rich is flashing her new diamond wedding ring and informs everyone of her new name at the Clerks' table. What should you do?**
 - Find Susie in the poll book under her old last name
 - Susie completes the Name Change Affidavit (VRG-4/12) found in the Inspector Binder
 - Susie signs the poll book with her new name
 - Allow Susie to vote

What if?

- **Problem Paul appears at the Poll site and has forgotten his photo ID. What should you do?**
 - If Paul does not want to come back with his photo ID, he can cast a provisional ballot.
 - Paul has 10 days to bring his ID to the Election Board located in Room W-122 in the City-County Building, 200 E. Washington Street
 - If he does not bring an ID to the Election Board within 10 days, his vote will NOT be counted
 - If he leaves to go get his ID, he should NOT sign the poll book
 - If he accidentally signs the poll book, he needs to vote by provisional ballot and follow the instructions above

What if?

- **Eddie Excitement is a first time voter and enthusiastically signs the poll book before the Precinct Election Board realizes he does not have proper ID. What should you do?**

- Because he signed the poll book, Eddie **MUST** cast a provisional ballot

What if?

- **Marcia Moves-A-Lot appears at the Clerks' table with her current ID but mentions that she no longer lives at the address on the poll book and forgot to change her registration. Does she qualify to vote?**
 - Ask when and where the voter moved
 - Use the flow chart found on page 22 of the Secretary of State's Handbook

What if?

- **Robert Reporter walks into the polling location and shows his proper credentials to the poll workers. He asks for a public count of the machines.**

What do you do?

- As long as he has the proper credentials, you can provide this information to him

What's New

- Write-In Candidates
- New Rejected Absentee Ballot Envelope
- Moving in a Municipal Election Year
- Credentials & Exit Polling
- Candidates as Poll Workers?
- Cell Phone Reimbursement
- Daylight Savings Time

Write-In Candidates

- Clerks should post a list of declared write-in candidates on their table in the morning
 - For 2011 Municipal Election, write-in candidates filed to run over the summer
 - List is found in the Inspector Binder
- At closing, look for write-in votes on M-100 totals tape

Write-In Candidates

- If any, examine ALL ballots to look for write-in candidates
 - ONLY record votes for certified write-in candidates OR candidates on the ballot
 - Declared Write-In Form (MCEB-10) found under tab 4 of Inspector Binder
 - Form will permit you to enter information only for the declared write-in candidates or candidate on the ballot
 - Any non-declared candidate (i.e. Mickey Mouse) is not to be counted

New Rejected ABS Envelope

- BEFORE: One return envelope for spoiled/defective/rejected absentee ballots
- NOW:
 - One return envelope for spoiled/defective absentee ballots
 - Defective absentee ballots cannot be fed through a machine, but otherwise OK
 - Remake the defective absentee ballot, marking the first as 'spoiled'
 - One return envelope for rejected absentee ballots
 - Absentee ballots rejected by the precinct election board or the county Election Board for a valid reason

Moving in a Municipal Election

- In a municipal election year, a voter who did NOT update their registration AND moved in or out of a municipality at any time is NOT eligible to vote in the election.
 - Example: Valerie Voter moved out of the city of Lawrence to downtown Indianapolis. She did not update her voter registration. In a municipal election, she is NOT permitted to go back to her old precinct and vote one last time.
- Municipalities impacted by this rule are the cities of Indianapolis, Beech Grove, Lawrence and Southport, and the town of Speedway.
- If you encounter this scenario on election day, call the Inspector Hotline at 327-2000.

Credentials & Exit Polling

- Credentials
 - Every non-voter entering polls should have a credential issued by their party chair or Election Board
 - Secretary of State may issue credentials to members of the national media; they are official and can enter the polling location
- Exit polling
 - Instructed to stay outside the chute
 - Can speak to voters exiting the polls
 - Voter does not need to respond

Candidates as Poll Workers?

- State law is clear that candidates appearing on the ballot cannot work as a poll worker or be a watcher in precincts where their name appears on the ballot
 - Candidates are permitted to cast a vote in their precinct on Election Day

Cell Phone Reimbursement

- MCEB is providing a \$5 stipend to ONE designated poll worker who is willing to designate their cell phone as the official contact number for their precinct on Election Day
 - Most likely will be the Inspector of the precinct
 - Designee **MUST** mark box on the expense sheet
- Note: All polling locations should make their landline available to poll workers

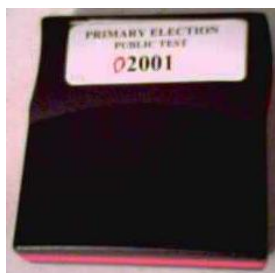
Daylight Savings Time

- DST falls the weekend before the election
 - Be sure to ‘fall back’
 - Don’t let this make you late on Tuesday!
 - Everyone is expected to arrive at 5 a.m.

Reminders

- Return ALL Voting Equipment Media
- Early Voting
- Arrive at 5 a.m.
- Other Resources
- Questions?

Voting Equipment Media



PEB

- Initiates iVo voting
- Transfers data from iVo to M-100



M-100 Card

- Stores M-100 Votes
- Found sealed in the front of the M100



iVotronic Flash Card

- Contains iVo ballot audit data
- Found sealed in the rear of the iVo

Every precinct MUST return a M-100 Card

Managing precincts MUST ALSO return the PEB and iVo flash card

Each precinct MUST return a bubble pack with the proper media or else you will NOT be permitted to check in at a regional site

Early Voting

- **If you're not working in your home precinct, be sure to vote absentee**
 - To vote by mail
 - Applications must be received by midnight, October 31
 - Ballots are due on or before Election Day
 - Pick up a form at training or download at www.indy.gov/election

Early Voting

- Clerk's Office, City-County Building
200 E. Washington Street, Room W-122
 - Monday through Friday, October 10 to 28: 8 a.m. to 5 p.m.
 - Saturday, October 23 & Sunday, October 24: 10 a.m. to 5 p.m.
 - Saturday, October 29 & Sunday, October 30: 10 a.m. to 5 p.m.
 - Evening Hours! Week of October 31 to November 4: 8 a.m. to 7 p.m.
 - Saturday, November 5 & Sunday, November 6: 10 a.m. to 5 p.m.
 - Last Day! Monday, November 7: 8 a.m. to NOON
- Parking available at the parking lot on the southeast corner of Market and Alabama Streets.
- Must pre-pay lot's fee, but reimbursed after presenting voucher from Election Board office

Arrive at 5 a.m.

- **Before Election Day...**
 - Inspector should call Clerks and Judges
 - Set up polling site
- **Arrive at 5 a.m.!!**
 - **ALL** poll workers should arrive at their polling location at 5 a.m. Election Day
 - Clerks and Judges: If your Inspector does not arrive by 5 a.m., call 327-2000 immediately
- **Bring your lunch**

Resources

- Marion County Election Board Web site
 - www.indy.gov/Election
 - Training materials and videos
- Secretary of State's Web site
 - www.IN.gov/SOS/elections
- Inspector Hotline (on Election Day)
 - 327-2000
- Election Hotline
 - 327-VOTE
 - Connects you to either Voter Registration or Election Board

Resources

- Phone-based Polling Place Locator
 - 327-VOTE
 - Confirms registration and polling place:
 - Enter voter's birth date
 - Enter numeric portion of their street address
- Voter Information Portal
 - www.indy.gov/VIP
 - Online application confirms registration status, polling location, sample ballots, elected officials

Thank you!

